# HR Manager – Full Time



# WELCOME TO TWYFORD SCHOOL

Twyford School is a successful co-educational, independent day and boarding prep school for 430+ pupils aged two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 30 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

Our role is to give each child the most complete education – academic, cultural, emotional, physical – so that they, each and every one, can have the best start at living their best life, for themselves and for others. It is as simple as that. **It’s all here – Twyford. The Complete Education.**

# WORKING AT TWYFORD SCHOOL

Twyford employs 120 staff (a mix of full-time, part-time, term-time only and term-time(+) only) and engages a number of self-employed peripatetic visiting music teachers.

The success of the School and wellbeing of staff lies largely down to cooperation, trust and respect both between peers and the management team. Regular meetings and a newly launched appraisal system help to build a culture that is supportive and nurturing. Your colleagues will be supportive, friendly and welcoming and every day will bring new challenges and adventures.

Lunch (during term-time) and tea/coffee and biscuits are provided free of charge, and we have access to an Employee Assistance Programme covering financial, mental and physical wellbeing. Additionally, we have death in service and income protection insurance as standard.

*During the school holidays the site remains a busy environment with the letting of the site to residential schools and holiday camps.*

For more information about the School, please visit our website [www.twyfordschool.com](http://www.twyfordschool.com)



# ABOUT THE ROLE

Twyford is looking to appoint a Human Resources Manager for October 2022 or earlier.

The postholder will be able to work in a busy environment, satisfying often conflicting requirements in a quiet, efficient and methodical way. You must have a high degree of personal integrity, and the ability to form effective working relationships with people at all levels of the School. A commitment to producing first class results at all times is a pre-requisite.

Whilst direct experience of a similar role will be helpful, we are equally keen to hear from applicants who have the right skill set and are looking for a new challenge. Trustworthiness and reliability are essential, along with the ability to deal with sensitive and confidential information in a totally discrete manner complying with School policies as set out in the Staff Handbook.

**Working Days:** The HR Manager is a senior member of the operational staff at Twyford. It is a full-time, all year-round appointment.

**Hours:** This is a management position and the incumbent will be expected to manage her or his own working hours in line with the needs of the school. The normal hours of work are 37.5 hours per week from 9.00 am to 5.00 pm Monday to Friday with a 30-minute unpaid lunch break. However, at peak periods longer working hours may be required.

**Line Manager:** The Bursar is the line manager of the HR Manager although he or she will work very closely on a day-to-day basis and take direction from the Headmaster, Deputy Head Academic, Deputy Head Pastoral & Operations (DHPO) and Head of Pre-Prep. Whilst strategic control of HR matters will remain with senior staff, the HR Manager will have a critical operational role in enacting the HR function within the School.

**Holidays:** 28 days.

**Salary:** Commensurate with experience.

**Pension:** The successful candidate will be auto-enrolled into the school’s workplace pension scheme.

**Staff fee remission**: Staff fee remission will be offered to the children of the successful candidate, following successful completion of the probationary period, subject to the School’s usual admission criteria being met. Full details are available upon request.

**Parking:** Parking is provided onsite.

# RESPONSIBILITIES

The key areas of responsibility are set out below. This list is not intended to be exhaustive, but it does highlight the breadth of the role and the major tasks the post-holder may be reasonably expected to undertake.

**HR Advice and Guidance**: The HR Manager will have the leading role in provision of HR advice to all levels within the organisation. This will include:

* Provision of HR advice and guidance to senior staff including the Headmaster, Bursar, Deputy Head Academic, DHPO and Head of Pre-Prep.
* Working closely with academic and operational staff to understand and implement HR policies and procedures.
* Provision of regular advice and guidance to all employees on employment matters ensuring the advice and guidance is in line with current legislation whilst ensuring this does not compromise the ability to provide advice and guidance to senior staff.
* Planning and implementation of HR projects which arise either out of the development of the School’s strategy or changes in employment legislation.
* Advising the Governors, Head and Bursar on current pay scales and other remuneration issues and preparing supporting documentation.
* Acting as secretary to the Governors’ Remuneration Committee.
* Promotion of equality and diversity as part of the culture of the school.
* Supported by the Bursar, assuming responsibility for the authorship of relevant school policies within the Staff Employment Manual and Handbook.

**Recruitment:** To take overall responsibility for all aspects of recruitment including but not limited to:

* Supporting senior staff with the drafting and preparing of job descriptions, person specifications and terms and conditions of service.
* Preparation and publishing of advertisements internally and externally including specialist publications and websites.
* Working closely with the Marketing Manager to ensure that recruitment documentation represents the professional excellence of Twyford School.
* Checking application forms and supporting the process to shortlist, interview and select candidates.
* Ensuring offer letters, contracts of employment and Licences to Occupy (when required) are prepared, in line with deadlines laid down in legislation.
* Keeping track of probation periods, ensuring end of probation periods/reviews are marked by the issue of an appropriate letter.

**Safer Recruitment**: To become the School’s Safer Recruitment champion, ensuring the School meets or exceeds the requirements of Safer Recruitment by:

* Ensuring that all checks and references required under Safer Recruitment legislation are completed prior to a new member of staff starting employment.
* Having overarching responsibility for the School’s Single Central Register (SCR) of appointments, keeping the SCR up to date and ensure documentary evidence is presented to the Safeguarding Governor and Bursar for termly checking and sign-off.
* Ensuring recruitment records, checks and references are all accurately reflected in the SCR and reflect the contents of personnel files and have been signed off by the Bursar prior to payroll.
* Ensuring all governors, peripatetic teachers, volunteers and contractors are ‘safer recruitment’ checked and comply with our policies in terms of child protection.

**Onboarding & Life Cycle:**

* Ensuring contract templates are up to date and in line with current legislation, and contracts are issued in a timely manner.
* Administering and supporting the appraisal process for operational support staff.
* Maintaining accurate records of authorised salary and responsibility allowances and benefit entitlements, providing payroll with accurate and timely information affecting pay, including but not exclusively, starters, leavers, absences, overtime, changes in contracts or salaries.
* Monitoring sickness absence across the School, ensuring managers carry out return to work interviews effectively and address issues that arise.
* Preparing confidential HR correspondence, including but not exclusively, salary changes, disciplinary decisions, job offers and contract changes.
* Maintaining accurate records of authorised salary and responsibility allowances and benefit entitlements.
* Liaising with unions and other representatives where appropriate.
* Ensuring training records are maintained.
* Supporting senior staff with the management of long term sickness absences and the engagement of occupational health services when required.
* Communicating and corresponding, in line with employment legislation, with staff who are on long-term, or when necessary, short-term sick leave.
* Identifying reoccurring patterns of absence and prepare a report for the Remuneration Committee
* Conducting and recording Return to Work interviews.
* Ensuring that all personnel and administration records are kept up to date and statistics (absence, turnover, etc.) are produced as appropriate.
* Supporting senior staff in the drafting of letters to staff on a wide range of employment matters.
* Managing the leaver/retirement process including the production of necessary correspondence and exit interviews.
* Maintaining paper and electronic filing systems for ease of information retrieval, and arranging the archiving and destruction of material on a regular basis in line with the School policy.
* Taking a leading role in the management of HR data in line with current legislation.
* Providing payroll with accurate and timely information affecting pay, including but not exclusively, starters, leavers, absences, overtime, changes in contracts or salaries.
* Responsibly manage the HR and Operational staff training budgets.
* Managing internal audits of the School’s HR policies and procedures, ensuring they are robust and fully compliant.
* Completing and submitting Census returns.
* Managing Subject Access Requests (SAR’s) with support from the Head of IT Services and relevant members of the SLT.

**Case Work**: The HR Manager will be a key member of the team supporting senior staff dealing with any employment-related case work such as discipline, grievance and performance management cases. This will include:

* Acting as the Investigating Officer when required.
* Where necessary, and in conjunction with the Bursar, liaising with the school’s legal advisors.
* Advising senior staff on process and procedure based on current relevant legislation.
* Taking a leading role in the generation and distribution of the case files in accordance with the school’s relevant policies.
* Attending disciplinary and grievance meetings and taking a record of the meeting.

**Welfare**: The HR Manager will advise senior staff on all aspects of staff welfare, staff wellbeing surveys and focus groups where required and follow up with action plans.

ALL STAFF ARE EXPECTED TO

* Follow the School’s safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.
* Comply with the School’s Health & Safety Policy.
* Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
* Demonstrate a commitment to improving and developing the organisation’s processes and facilities.
* Treat each pupil and each other as an individual with courtesy and respect.
* Take part in relevant training programmes identified by the School.
* Carry out any other reasonable duties as requested by the Headmaster or Bursar.

HOW TO APPLY

We hope, having read the brochure and researched our School, that you will now be ready to apply. Application forms can be found on our website, or requested from, and sent back to: Twyford School

High Street, Twyford

SO2 1NW

Phone: 01962 670734

Email: [hr@twyfordschool.com](mailto:hr@twyfordschool.com)

Applicants must be willing to undergo pre-employment safer recruitment checks in accordance with the Department for Education’s Guidance on Keeping Children Safe in Education. Twyford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, Governors and volunteers to share this commitment.

Applications should be received by the School by 12 noon on **Friday 19th August 2022**. Interviews will be on **Tuesday 30th August** and will include an opportunity to tour the School.

All applications will be acknowledged by email. If you have not received an acknowledgment within two working days of sending, please contact Carolyn Godrich by telephone on 01962 670734.

Shortlisting will take place following the closure of the advertisement. Applicants should provide:

* A fully completed application form.
* A letter of application addressed to Mrs Kathryn Pillar, Bursar.

# PERSON SPECIFICATION

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured by** |
| **Experience and knowledge** | Good HR experience  Comprehensive and up to date knowledge of employment law  Knowledge of, and experience in, data protection requirements  Experienced in the use of iSAMS or another similar HR database | HR experience in a school setting or similar  Experienced in supporting senior management  Team management experience  An understanding of the requirements of the SCR  An understanding of and empathy with the independent school sector, together with a commitment to the School community and its purpose and future prosperity  Safer recruitment trained | Application and interview |
| **Skills and abilities** | Team player with highly effective communication and interpersonal skills  Excellent user of Microsoft Office software including Word (essential), Excel, PowerPoint and Outlook (essential).  Able to work unsupervised and work on his or her own initiative to a very high standard and see tasks through to completion  Ability to prioritise effectively and balance competing pressures with meticulous attention to detail  Completely discreet, as much of the work involved will be of a confidential nature. | Must be willing to cross boundaries and where necessary “roll up sleeves” to assist in other areas not normally associated with the primary role | Application and interview |
| **Education and qualifications** | Good exam results or recent relevant experience | CIPD qualified or equivalent | Application |
| **Other** | A professional, flexible and proactive attitude  Flexibility to work calmly and reliably in a busy School, both in a team and independently, with energy, initiative and cheerful enthusiasm for developing the role and to undertake training as required  Promoting and safeguarding the welfare of pupils in line with School policies |  | Interview |

The School:

* Values diversity and is committed to equality of opportunity.
* Has a responsibility to ensure that all employees are eligible to live and work in the UK.
* Will take up references on shortlisted candidates.
* Will conduct social media searches on shortlisted candidates.

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